

SANDY CITY
APPROVED POSITION SPECIFICATIONS

I. Position Title: Child Watch Supervisor (PT non-benefitted) Revision Date: 02/14
EEO Category: Paraprofessional
Status: Non-exempt
Control No: 55926

II. Summary Statement of Overall Purpose/Goal of Position:

Under the general supervision of the Youth Programs and Day Care Coordinator, organizes and supervises child watch program and participants.

III. Essential Duties:

- Hire, supervise and train child watch attendants.
- Comply with and supervise others to adhere to all Utah State requirements for day care.
- Organize child watch space, keeping toys and storage areas clean and tidy.
- Create monthly schedule for child watch attendants.
- Monitor performance of child watch attendance.
- Plan, supervise and participate in child watch meeting/training as needed.
- Monitor the activities and environment of children left in the care of the child watch ensuring a clean and safe environment.
- Wash children's hands each time they use the bathroom, moving from one area to another.
- Check diapers periodically.
- Check all child watch toys and supplies for safety on an ongoing basis.
- Book reservations, monitor paid fees and disseminate information.
- Monitor use of supplies and inventory, and recommend purchases.
- Report facility equipment problems to Youth Programs and Day Care Coordinator.
- Perform emergency drills as mandated by the State of Utah.
- Assist and provide child watch attendant duties as needed or required
- Comply with all Center and City policies and procedures.

IV. Marginal Duties:

- Perform other duties as assigned.

V. Qualifications:

Education: Requires high school diploma or equivalent.

Experience: Requires some experience in job related activities, including working with children; must be at least 21 years of age.

License/ Certifications: Must possess a valid Utah Driver's License. Background check required before working with children. CPR, First Aid, and food handler's certification required within 30 days of hire. Must also complete a minimum of 20 hour of training per calendar year.

Knowledge of: Games, sports, arts and crafts, storytelling, music; English usage, spelling, and vocabulary; CPR, First Aid, and Food Handlers certification required within 30 days of hire. Must also complete a minimum of 10 hours of training per calendar year.

Responsibility for: Great responsibility for the care, condition and use of materials, equipment, money, tools, etc.; great responsibility for making decisions affecting the activities of people including responsibility for worker motivation and satisfaction; responsibility for some seasonal employees.

Communication Skills: Communicate effectively verbally and in writing; establish and maintain effective working relationships with employees and the public; contacts requiring tact and judgment to avoid friction and obtain desired result; outside contact with public presenting information.

Tool, Machine, Equipment Operation: Regular use of a copy machine and telephone; occasional use of a personal computer. Occasional use of city vehicle.

Analytical Ability: Follow written and verbal instructions.

VI. Working Conditions:

Physical Demands: Moderate mental effort is required daily; moderate noise level; moderate mental pressure and fatigue exist during a normal workday due to exposure to deadlines, resolution of interpersonal conflicts, and weather; frequent physical exertion is present because of stooping and kneeling required; must be able to lift up to 25 lbs.

Work Environment: Generally comfortable working conditions; frequent field work in coordinating and directing programs; requires some evening, weekend, and holiday work.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY:_____ DATE:_____

PERSONNEL DEPT. APPROVED BY:_____ DATE:_____